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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff

DATE: 17 December 1953

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

25X1A

Logistics Office comments regarding proposed Regulation [REDACTED] was forwarded to the Regulations Control Staff 16 December 1953. Inclusion of an additional statement was recommended to provide against obtaining security clearance for contractors who have on file with the Agency a "Contractor's Security Agreement". It was also recommended that an existing form letter "Contractor's Security Agreement Addendum" be provided for in the regulation as an approved Security Agreement.

b. Logistics Office Notices and Instructions (continued item)

Logistics Office Notice No. 10-310-1 was issued 11 December, appointing personnel authorized to implement Executive Order 10501 regarding classification of documents. ✓

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

25X1A6b

The students have entered the last week of on-the-job training at [REDACTED]. The IO Training Officer has been spending part of his time each week at the base coordinating the course and evaluating the instruction. This week a final critique with the students will be held. ✓

b. Delegation of Authority (completed item)

c. Organization Manual (continued item)

No change.

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3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

25X9A2

The on duty strength report for the week ending 15 December is [REDACTED] ✓

b. Review of IO Career Designations (continued item)

QC  
Career Designation Review Committee of the IO Career Service Board met Tuesday, 15 December and recommended approval of IO Career Designations for four employees and disapproval for two employees. The latter two may be considered after a decision is reached on cognizance of Public Works, Post Engineer, and maintenance type positions. ✓

c. Basic Intelligence Course (SUP) (continued item)

The next Administrative Support Course will begin 4 January 1954, and the logistics presentation will probably take place during the week of 11 January.

d. Vital Material Program (continued item)

No change.

e. Request to Comptroller for Notice of Final Payment on Contracts and Leases (completed item)

adm  
Our request of 26 October to the Comptroller for notice of final payment on contracts and leases has been granted in memorandum dated 14 December. This will be implemented by obtaining a supply of suggested forms and forwarding to Finance and Fiscal Divisions. ✓

f. Action Copies of Dispatches and Cables (completed item)

25X1A2d1

Cooperating with the ACOP, a meeting was held with representatives of FE Division, Cable Secretariat, C&R, and IO Divisions to agree upon method of implementing decision to assign to Logistics Office action copies of dispatches and cables regarding routine logistical matters to and from [REDACTED] Headquarters and [REDACTED] only. The indicator [REDACTED] will be used to indicate such direct action, effective 1 January 1954. Internal procedure regarding this matter will be developed. 25X1A6a 25X1A2d1

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

The request for the establishment of a personnel pool of fifteen ungraded and untitled positions to assist in the operation of an overseas rotation system has been disapproved by the DD/A.

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b. Logistics Office Training Program (continued item)

The monthly Training Coordinators meeting was held on Tuesday, 15 December. The Training Officer reviewed students comments of the Logistics Support Course, and preliminary plans were made for certain revisions to be effected in the next course. Also discussed were the logistics participation in the BIC program, and the plans for more effective use of non-CIA Training facilities.

25X1A6a

25X1A9a

[REDACTED] new Senior Representative for [REDACTED] was briefed on the functions of the Logistics Office by the Training Officer on 14 December in the Office of the Chief. Following the briefing a general discussion was held with Division and Staff Chiefs participating.

*adm*  
*OTR*  
✓

An Admin. official from the Office of Training, and one from the FE Division are undergoing a one week's indoctrination in the Logistics Office.

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[REDACTED] FE Division, visited the Logistics Office for a one-day tour on 16 December.

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LO/AS/WSW:lmr

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